

## ADMINISTRATIVE ASSISTANT

### Part-time

The Village of Marble Cliff is looking for a part-time Administrative Assistant and Mayor's Clerk of Courts. Normal working hours are Monday through Friday 9am to noon. This position also requires evening hours once a month for Mayor's court and council meeting attendance. Primary responsibilities include managing Mayor's Court, answering phone and email inquiries, and working with vendors, council members, government agencies and residents and businesses of the Village. A working knowledge of Microsoft Office products and some prior accounting and customer service experience is beneficial.

Send resume with three professional references to: **Cindy McKay, Village of Marble Cliff, 1600 Fernwood Ave., Columbus, OH 43212.** Starting salary up to \$15,000. EOE